

## **Minnesota Power Employees Credit Union Credit Committee Job Description**

Serving on the Credit Committee is a volunteer position. There are not less than three Credit Committee members serving rotating terms. All Credit Committee members must be active members of Minnesota Power Employees Credit Union (MPECU). Credit Committee nominees are recommended by the Nominating Committee and elected by the membership at the Annual Meeting.

### Committee Responsibility

Members of the committee assume the responsibility of granting all types of loans to members subject to restrictions as set forth from time to time by the directors and by the bylaws and statutes that govern the operation of state chartered credit unions.

### Specific Duties

1. Although the specific duty of the Credit Committee is to approve or disapprove all types of loans, MPECU's committee has recommended appointment of Loan Officers to act on behalf of the Credit Committee on all loan applications according to established credit granting guidelines.
2. In lieu of actual approval/disapproval, the committee will review loans granted by Loan Officers at least weekly. One-third of each Loan Officer's weekly loans will be sampled and checked for loan documentation and adherence to policy.
3. Meet quarterly with collections officer to review delinquency and make charge off recommendations to the board.
4. Monitor, evaluate and analyze policy and loan products. Suggest policy improvements and products to meet member needs.
5. Prepare and make available an annual report to be reported at the annual meeting.
6. Treat all information with complete confidentiality.

### Meetings

- Board meetings, lasting approximately one hour, are typically held on the fourth Tuesday of each month. The first meeting attended is after the membership confirms selection to the Committee at the Annual Meeting. Board packets are available prior to the meeting under the volunteer web site. User ID and passwords will be provided after the Annual Meeting. Committee members are encouraged to attend board meetings and discuss issues, but may not make motions or vote.
- Annual meeting of the membership
- Annual strategic planning.

- Attendance at Arrowhead Credit Union Chapters meetings, held locally in the evenings, is encouraged.
- Attend and keep minutes of Credit Committee meetings as necessary.

### Orientation

- Following election, credit union staff will provide orientation on MPECU financial reporting and operations.
- Familiarize self with statutes and regulations related to the duties of the Credit Committee.
- Familiarize self with the MPECU Policy Manual, including MPECU By-laws.

### Miscellaneous Activities

- Periodically scan the CUNA web site for relevant topic updates.
- Read monthly state and national newsletters provided by MPECU.

### Personal Liability

MPECU carries Directors, Volunteers & Employees Liability Insurance. This policy protects the credit union's directors, volunteers and employees while performing duties for the credit union. The coverage extends to include volunteer credit union committees. A more detailed description is available upon request.

### Desired Skills and Experience

MPECU seeks volunteers of diverse expertise. Volunteers should have general business skills and experience in other areas such as:

- Leadership
- Accounting and Finance
- Human Resources
- Communication
- Marketing and Sales
- Legislative and Regulatory Affairs
- Legal
- Have access to, and use, current communication technologies

### Term

Credit Committee membership is for a three-year term. An individual may be re-elected for a maximum of three (3) consecutive three-year (full) terms (total of nine years).

### Other Expectations

All data and information shall be treated with complete confidence.

On average, approximately four hours per month will be expected.  
Support Credit Union political and other efforts.

Committee members expressing an interest in moving to a position on the Board of Directors are encouraged to complete the training specified in Appendix A.

Conflict of Interest

Refer to Volunteer Ethics and Conflict of Interest Policy.